

LETTINGS - TERMS AND CONDITIONS

Safeguarding

If the hirer is working with children they shall ensure an appropriate child and vulnerable adult safeguarding policy is in place, and/or appropriate DBS checks.

No Smoking

A no smoking policy applies throughout the school at all times.

Fires and Barbecues

No fires or barbecues are allowed on the premises, except in the designated fire pit areas and with the consent of the Headteacher in advance.

Fireworks

No fireworks are to be brought onto the premises, unless prearranged with the school and subject to the correct permits.

Alcohol

No unlicensed alcohol is to be consumed on the premises. The Headteacher's approval is required prior to obtaining a license to serve alcohol.

Maximum Numbers

The maximum number of people allowed is:

- Hall – 150 people
- Community Room – 30 people
- Music room – 15 people
- ICT room – 34 people
- Field – is at the discretion of the Headteacher

How to Book

Enquiries should be made to the school office during the school term. A Lettings Request form should be completed and a deposit paid at the time of booking. Payment is required one week prior to the hire, unless for long-term bookings which will be invoiced. Cheques should be made payable to Newnham Croft Primary School. The deposit may be retained in the event of cancellation or in the event of cleaning/clearing being required after the let.

Categories of Letting, 'Responsible Person' and 'Stewards'

There are two categories of letting. "A" letting and "B" letting. For an A let, the Site Officer is present during the entire letting period and is the appointed 'responsible person'. A B letting is where the 'responsible person' is one or more appointed stewards, who must be in attendance for the entire period of the let. In this case, the 'responsible person' must carry a working mobile telephone in order to be in a position to contact emergency services if needed. The 'responsible person' should familiarise him/herself in advance, of all fire exits, location of fire extinguishers and first aid equipment. The Site Officer will open and lock up. The Headteacher decides which is an A or B let.

Disclaimer

The hirer shall indemnify the school governors and Cambridgeshire County Council against:

- All claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to, any person or persons which occur in or on any part of the premises
- All claims which arise from any accident or occurrence while any person or persons is on any part of the premises
- Any claims in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer

Use of the Premises

The hirer must give precise details of the intended use of the hired premises on the booking form. Use of equipment or facilities (e.g. urn, piano, theatrical lighting, audio visual equipment, play structures and changing rooms), is by special request and should be noted on the Request for Lettings form. The Headteacher reserves the right to refuse any booking considered unsuitable. The school expects the premises and equipment to be used appropriately and in line with school rules.

Electrical Equipment

Any electrical equipment brought on to the school premises is solely the hirer's responsibility and must comply with current safety standards. The hirer is liable for any damage or injury sustained as a result of using faulty or dangerous equipment.

Fastenings or Nails

No fastenings of any kind are to be driven into the walls, ceilings, or any part of the buildings.

Fire Exits

Fire exits must not be partially or wholly blocked or locked.

Parking

Parking in the playground is available by prior arrangement (see above for charges). The car park must be vacated within 15 minutes of the end of the event.

Noise and Disturbance

The premises are let on the understanding that on leaving the premises and exiting along Chedworth Street, noise should be kept to a minimum so as not to disturb local residents.

Leaving the Premises in Good Condition

The hirer is responsible for leaving the premises in a good and clean condition. The cost of any additional cleaning may be deducted from the deposit.